Building UNOPA’s Future on the Foundation of Our Past

Message from our President...

by Sandy Watmore, President

To all UNOPA Members:

Aren’t the trees beautiful this time of year? With the colder nights and warm afternoons, they are starting to turn a rainbow of colors. We need to take time away from the stress of work and our busy lives to appreciate the beauty of nature. As an added note, I noticed the county is starting to put up snow fences!

The October meeting was fun and relaxing. A welcome change from our hectic work environments! With on-going budget cuts, we are continuing to have to do more and more with less and we have all experienced some changes. I have visited with several formerly active UNOPA members who are maintaining their membership but won’t be able to attend many of the monthly meetings because there are fewer employees in their department to cover lunch hours. I can appreciate this dilemma. However, we must strive to maintain our strength in order to continue our upward trek as a voice on this campus...you know, Building our Future on the Foundation of our Past! This may require everyone who can get away from the office to play an even more active role in our organization. Also, we may need to rely even more often upon email, campus mail service, phone, and voice mail to coordinate committee assignments and communications.

My message this month is about a subject we often overlook and that can become a major P.I.T.R. for everyone. (P.S. As the year progresses, you will either find my soap-box rantings informative or very annoying.) That subject is acronyms! We all use them in our daily lives and in our work environments. I became even more aware of these annoying letters when I began my new job last spring. I attended several meetings during the first few weeks where I listened but didn’t understand much of the code. Example, The PRC will be open to all ADRL s, RLSS s, RD s, and RM s during ROH and will be available to the ARDL s and SRA s on 1&3MWF of each month during the ROH except during RFB, WHCD, & RSB when there will be AH!

The confusion became apparent once again during UNOPA’s Summer Social this year. The staff who were serving lunch men-

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November Board Meeting
by Becky Hastings, President-elect

The November board meeting was held on November 2, 2004. Minutes were approved from the October board meeting. A new list of addresses and phone numbers were handed out for the officers and directors. Treasurer, Lois Erickson, handed out the balance sheet for the month of October. Jeanette Fisher talked about the Giving Tree. Brad Munn, a former Affirmative-Action officer at UNL in the 80s and 90s, passed away. During his tenure his office provided financial support for many of our members to attend conferences and workshops. It was discussed about possibly doing a scholarship in memory of him. Carol Bom will work with the Awards committee on this. Sandy reported for the Awards committee that seven nominations have been received for the Floyd S. Oldt Boss of the Year Award. Bill Seidler, last year's recipient will present the award at the luncheon on Tuesday, November 9, 2004. Carol Bom, Director of the Foundation committee, reported that one application for reimbursement from the foundation had been received and approved. She also handed out raffle tickets for the afghan to Board members to sell. The next due date for reimbursement from the foundation is January 5, 2005. Membership Director, Donelle Moomjeir, reported that 151 members have renewed their membership. Judy Anderson, Professional Growth Co-Director, talked about the upcoming workshop which will be November 17, 2004. The topic is Elder Care and the cost is $10.00 for UNOPA members and $15.00 for non-UNOPA members. Barb L Heureux, UNOPA Notes Editor, has experienced unforeseen problems with the October UNOPA Notes and has not been successful in getting it out to our members, so there will be no October UNOPA Notes. We will be getting UNOPA Notes for November. Lois Erickson reported for the Ways and Means Director that for the 1st football game we sold 155 spots, 2nd game 171 spots, 3rd game 165 spots, and the 4th game 120 spots. Diane Wasser, the Communication Technologist, announced that the minutes from September and October general meetings are on the UNOPA website. The December Board Meeting will be December 7, 2004, 3:00 p.m.-5:00 p.m. at Harper conference room and will be celebrating the Christmas holiday season. (If you are interested in more details about this or any of the other Board Meetings, contact the Recording Secretary for a copy.)

Treasurer’s Report-October 11, 2004
by Lois Erickson, Treasurer

Beginning Checking Balance September 1, 2004 $1,555.46

Income
Membership $610.00
Hospitality $527.70
Interest $ .70
50/50 $ 5.00
Total Income $1,168.90

Expenses
Program $ 19.50
Treasurer $ 1.01
Ways and Means $ 16.15
Hospitality $ 449.65
President $ 355.36
Total Expenses $ 841.67

Ending Checking Balance October 11, 2004 $1,882.69
Cost Objective Balance $ 558.49
Closing Balance $ 2,441.18
**Getting to Know Your UNOPA Board!**

Favorite Year: Each year gets better than the last.
Worked at UNL: Since 1986
Favorite Office Supply: Post-it Notes
Best Friend: Husband
Home Town: Perry, IA
Siblings: 2 Sisters/1 Brother
Education: Lincoln School of Commerce
Favorite Color: Blue and purple
Pets: 1 cat
Best Physical Character: Shorter than average, but taller than my mother
Hobbies: Sewing, reading
Pet Peeve: Pessimistic people
Two words to describe me: Cheerful, friendly

Who Could This Be? See Page 6

**Holiday Giving Tree**

by Jeanette Fisher, Corresponding Secretary

The UNOPA Holiday Giving Tree has been a great success in past years and I challenge you to help this success continue.

This year we will be helping two organizations: St. Monica’s Behavioral Health Services for Women and Fresh Start Home. St. Monica’s offers substance abuse and mental health services specifically for women and adolescent girls. Fresh Start Home is a safe, structured, alcohol and drug free environment for women to attain self-sufficiency.

The Giving Tree will have ornaments with general requests for children (ages newborn-12 years), adolescent girls, women in residential programs and women in outpatient programs. There will be 16 stars with individual names from Fresh Start.

Challenge your department, building floor or building to fill an empty paper box with items that would make the holidays special for women at St. Monica’s and Fresh Start. Please bring unwrapped items to the December UNOPA meeting. If you have accrued numerous boxes, give me a call (472-0182 or jfisher1@unl.edu) and I will pick them up. For those individual requests with a person’s name, please include the star with your sack or box for that person.

Thank you for helping others less fortunate and making their holiday happier.

**Tis the Season...**

Cold and flu season that is. There are ways to try to prevent illness this flu season. According to the Centers for Disease Control (CDC), serious respiratory illness like influenza is spread by coughing or sneezing and unclean hands. To help stop the spread of germs encourage your family and coworkers to do the following:

*Wash hands frequently especially after being in public or around anyone with a cold or the flu.

*When coughing or sneezing, turn your head and cough or sneeze into a disposable tissue; dispose of the tissue promptly. If you don’t have a tissue, cough or sneeze into your upper sleeve, not your hands.

*Avoid close contact with people who are sick.

*Stay home from work if you have flu symptoms such as fever, muscle aches and cough. You will help prevent others from catching your illness.

*Do not share things that go into the mouth such as drinking cups, straws, food or eating utensils.

*Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth.

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tioned that they didn’t know what UNOPA stood for, so they tried to figure it out! Most of those attending heard these young ladies tell us that they decided UNOPA must be the University of Nebraska Old People’s Association. When they met us they decided that couldn’t have been right because some of us weren’t that old.

After that I spent several minutes thinking about some of the other things that U.N.O.P.A. could stand for and none were very flattering. It was even worse when I began paging through UNL’s Centrex and came upon some of the following commonly used acronyms and came up with why they could be: A.A.U.P.—Asian Athletes Under Pressure, A.D.E.C.—Arched Dedicated Electrical Current, A.I.A.—Ancient Insurance Agent, A.S.U.N.—Always Significantly Underrated Nebraskans, C.A.R.I.—Creative Artists Refusing Instructions, G.P.N.—Grey Pine Nuts, I.A. N. R.—Identifying Aeronautical & Naval Reflexes, I.N.T.S.O.R.M.I.L.—Internally Navigated T acit Soap Opera Rating Marked Inconsistently Lucid, C.I.O.—Conspiracy to Identify Ourselves, G.R.E.—Gazelles Reproductive Education, G.P.N.—Grossly Pivotal Nerds, M.S.E.A.—Masterful Selection of Educational Androids, U.A.A.D.—Unconditionally Adaptable Archduke of Denmark. I’ll let you come up with your own guesses for UMR-AUCHO. We all know what many of these stand for, and I am not poking fun at your department, but this is just an example of how we must be careful when talking to others who may not be totally aware of our lingo. We can’t assume everyone knows what our acronyms really stand for, and if we continually use them in our communications, we need to expect some not very flattering guesses.

So in closing, H.N.R.N.A.S.Y.I.D. (or have a nice rest of November and see you in December)!

Professionalism

by John C. Owens, Vice President and Harlan Vice Chancellor for Agriculture and Natural Resources (excerpt from a speech given in February, 2004)

Professionalism, as you well know, is not granted to anyone...it is earned. One earns it by virtue of job assignments, education, demeanor, role modeling, backbone, and a myriad of other good traits. Professionals are their own persons, decision makers, ethical employees, principled people who are part of this great university, yet who also remain distinctly as unique individuals. Professionals provide service; they give back to the broader community what they have been given. Professionals feel a responsibility to keep informed, to contribute their expertise, and to be in charge of their destinies. In short, one could easily say that professionals are people “who do it!”

Foundation Committee Update

by Carol Bom, Immediate Past President

Funds are still available to UNOPA members for reimbursement for professional growth expenses. Our first deadline for submitting an application was October 15. We will be awarding one reimbursement to an applicant who had submitted a request by that time. Our next deadline will be January 15, 2005. Forms are available on our web site at www.unl.edu/unopa/unopafund or by contacting me at 472-2679. I also bring the forms to our monthly meetings. Examples of reimbursable expenses include conference registration, hotel stay for conferences, tuition and books for classes. Let’s reward ourselves for continuing our professional growth activities!
Congratulations to Sandy Watmore
by Jeanette Fisher, Corresponding Secretary

Sandy received the 2004 Nebraska Educational Office Professional of the Year Award at the NEOPA Conference in Wayne, Nebraska on October 22, 2004. This award is given annually to one deserving office professional from our state. We are so excited that Sandy has won this! Sandy has been a NEOPA member since 1989 and a UNOPA member for over 20 years. She has also served on many committees and boards for all three organizations. Sandy has been employed at UNL for 28 years.

Recipients of Nebraska’s state award are automatically entered into the national (NAEOP) contest in March of the following year. There, the nomination will compete against office professionals from across the country. We will look forward to hearing if she wins in Tuscon, Arizona! Sandy was nominated by Lola Young, another UNOPA member. Again, please congratulate Sandy when you see her!

Making Strides Against Breast Cancer Walk
by Carol Bom, Immediate Past President

Thanks to all the UNOPA members who participated in this year’s walk on October 17! We had a great turn out from our UNOPA members and their families and friends! There were over 4,000 walkers this year. Nearly $160,000 was raised for breast cancer programs and services in the state of Nebraska. All the money raised from this walk stays in Nebraska. Thanks for your support and participation!

Search for Sandy’s Hammer
Some where in UNOPA Notes you will find Sandy’s Hammer. The first four members to email the page number and the article name to blheureux@unlalum.nebraska.edu will receive a prize. Here is what you need to look for.

Birthday November

Carol Wusk 11/02
Becky Hastings 11/03
JoAnn Barry 11/5
Barb Carley 11/12
Lynn DeShon 11/12
Barbara Homer 11/19
Chris Cary 11/30

Please Give!
by Carol Bom, Immediate Past President

Our foundation fund #2484 needs to grow! There are two ways to give to this fund. You may choose to make a one-time donation or you may choose to have a set amount come out of your paychecks each pay period. We have had a member increase their contribution this year, and two other members have signed up for payroll deduction. Thank you! Let’s see if we can continue this trend throughout the year! All of our members benefit from our professional growth activities that we offer, and I’d love to see the numbers increase of members who donate to this fund.
**Announcements**

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**Member Concerns**
by Jeanette Fisher, Corresponding Secretary

Current member and past president of UNOPA, 1996, Jan Schinstock, passed away in October. Our condolences were sent to her husband, Jack, and her family. Jan will be greatly missed.

A Sympathy card was sent to Cindy Hornung on the death of her father, a get well card was sent to Marcia Rowley following her surgery and a thinking of you card was sent to Amy Stewart for her son’s surgery.

If you know of a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please let me know. My phone number is 472-0182 and my e-mail address is jfisher1@unl.edu. Thank you to everyone that keeps me informed.

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**Afghan Raffle for Foundation Fund**
by Carol Bom, Foundation Director

The Ways and Means Committee and the Foundation Committee have teamed together to sell raffle tickets for the lovely afghan Lois Brinton donated to our organization. We will be selling the tickets at our upcoming general meetings. The drawing will be held on Tuesday, December 14 at our general meeting. The proceeds from the raffle will be put in the foundation fund for professional growth reimbursements. Tickets are $1.00 each, or 6 for $5.00. UNOPA Board members will also be selling the tickets. Anyone can purchase a raffle ticket.

We encourage you to sell them in your office areas! Please contact Carol Bom at 472-26 to arrange for delivery of tickets.

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**Fall Workshop**
by Carol Bom, Immediate Past President

UNOPA members, mark your calendars now! On Wednesday, November 17, 2004, 8:00 a.m.-12:00 p.m. at the City Campus Union, UNOPA will be presenting its fall workshop.

We will have a presentation by Donna Washburn on aging parents and how we can help ourselves take care of them and us! Donna will also bring an attorney and a financial advisor, so we will have a lot of opportunity for finding out lots of helpful information.

This workshop will be $10.00 for UNOPA members and $15.00 for non-members.

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**Getting to Know Your Board**

Answer: Jeanette Fisher
Junk Fax
by Carol Bom, Immediate Past President

Some suggestions on how to get rid of junk faxes.
- check your fax manual for any possible tips that might be listed there
- on the bottom of the unwanted fax, there is usually a phone number saying something like "if you want to be removed from this list, call xxxxxx". It takes about a week once you call the number on the unwanted fax, but you do get removed
- check with Telecommunications for suggestions
- check with Bill Bode at Purchasing for suggestions
- go to this site <http://www.junkfaxes.org> It gives you lots of tips on getting rid of unwanted faxes. It lists a lot of somewhat legal advice, so you can take it as far as you want to.

On a side note: I’m the editor for the NEON this year, our state newsletter. I will probably include tips like this (definitely about the junk faxes) that we can use in our offices. If any of you have suggestions of things I could include like this, just let me know. I want it to be a useful tool for people. Thanks.

How to ‘Wow’ the Boss

Most people want more out of their careers, but few know how to go about getting it. If you want a raise, a promotion or just more interesting work, use these techniques to impress your boss:

1.) Move beyond your comfort zone. Performing well at your existing tasks won’t move you ahead. You need to take risks. Take jobs or assignments where you don’t fit naturally. Or create new ones. Your confidence in the face of the unknown will demonstrate your potential.

2.) Toot your own horn, softly. You may do a fabulous job, but if nobody knows about it, you’re stuck where you started. Don’t wait to be noticed. Talk about recent accomplishments and share your excitement with your boss and co-workers. Discuss decisions you’re making and the risks you’re taking, and your boss is more likely to think of you when the next interesting assignment comes along.

3.) Broaden your knowledge. Get to know all aspects of the business you’re in, from sales to human resources to strategy. Whether you’re working for a Fortune 500 company or a nonprofit group, the ticket to success is knowing as much as possible about your organization.


If One of Your Staffers is a Complainer

Let the person know the behavior adversely affects others. Example: Pat, I noticed that you’re spending 20 minutes each morning complaining to Chris about your workload. Did you know that’s caused him to be consistently late with the daily report he’s supposed to deliver to the vice president at noon?

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November

Calendar of Events

November 2    Board Meeting
November 2    Election Day
November 9    General Meeting
November 11   Veterans Day
November 17   Elder Care Workshop
November 25   Thanksgiving Day

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community. The purpose of UNOFA is to provide professional growth and promote high professional standards for education office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.